



*Embassy of the United States of America
Kyiv, Ukraine*

JOB OPPORTUNITY ANNOUNCEMENT

032

Date: July 19, 2012

TO: ALL MISSION PERSONNEL

FROM: TERRY A. ALSTON – HUMAN RESOURCES OFFICER

SUBJECT: POST SECURITY TECHNICIAN

Employees are invited to apply for this position or refer *qualified and eligible* candidates to the Embassy Human Resources Office. *Application procedure* is outlined at the end of this notice. Questions should be directed to the Human Resources Office.

<u>POSITION TITLE:</u>	Post Security Technician
<u>OPEN TO:</u>	All Interested Candidates
<u>GRADE LEVEL:</u>	FSN-07, FP-07* (FULL PERFORMANCE LEVEL)
<u>WORK HOURS:</u>	Full Time, 40 hours per week
<u>POSITION TYPE:</u>	Permanent
<u>OFFICE LOCATION:</u>	Engineering Services Office
<u>OPENING DATE:</u>	Immediate
<u>DEADLINE:</u>	August 2, 2012 at 6 P.M. Kyiv Time

**FP-7 is subject for confirmation with Washington.*

ALL ORDINARILY RESIDENT U.S. CITIZEN AND THIRD COUNTRY NATIONAL APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMIT TO BE ELIGIBLE FOR CONSIDERATION AND ARE REQUESTED TO ATTACH COPY OF THEIR *RESIDENCY PERMIT* TO THE APPLICATION.

BASIC FUNCTION OF POSITION:

Under the direct supervision of the Officer in Charge of the Engineering Services Office (SEO), the incumbent of this position conducts inspection, installation, maintenance and repair of security and life-saving equipment at post at all ICASS facilities. Assess security systems state of repair and recommend changes in maintenance schedules and techniques to enhance operational effectiveness.

MAJOR DUTIES AND RESPONSIBILITIES:

- Perform troubleshooting and repair of the vehicle arrest systems, maintain the records of maintenance schedules such as weekly, monthly, quarterly etc. and keep records of spare parts and expendable items required for the regular maintenance. Reports any equipment related problems, and suggest possible solutions. **25%**
- Perform maintenance and repair of closed circuit television equipment and maintenance and calibration of walk thru metal detectors. Reports any equipment related problems, and suggest possible solutions. **25%**
- Perform troubleshooting and repair of the emergency notification system, Selectone system, master control unit, amplifiers, speakers and power supplies. Reports any equipment related problems, and suggest possible solutions. **15%**
- Perform maintenance and repair of x-ray and explosive detection equipment, security doors, power supplies, locking devices, roton hinges and fire exit package. **25%**
- Other duties as assigned, including being on call to response to technical security systems failures 24/7. **5%**
- Keeps accurate databases of equipment repair, maintenance and spare parts. Reorders spare parts, and identifies necessary items as well as quantities ahead of time to have adequate repair stock of most crucial and commonly used items. **5%**

REQUIRED QUALIFICATIONS:

EDUCATION:

➤ Completion of at least two years of college, or completion of post secondary vocational training school in Electrical Engineering, Mechanical Engineering or related fields is required.

WORK EXPERIENCE:

➤ Applicants must have at least 3 years of specialized experience which demonstrates the ability to troubleshoot and repair electronic, electrical, and/or electromechanical systems and equipment including but not limited to: locking systems, access control systems, metal detectors, intrusion detection systems (alarms, detectors, sensors), intercoms, closed-circuit television systems (CCTV) or other similar systems.

LANGUAGE:

➤ English Level III (good working knowledge) is required. Ukrainian or Russian level III (good working knowledge) is required.

KNOWLEDGE:

➤ Ability to troubleshoot, adjust and repair electrical, electronic, hydraulic, pneumatic, and mechanical equipment is required. Ability to read blueprints and schematic diagrams of electrical/mechanical drawings, and the ability to use electronic test equipment, email and Microsoft office products is required. Database entry experience preferred.

SKILLS AND ABILITIES:

➤ A valid Ukrainian driving license class B is required. Able to endure physically tiring activities, handle lifting of equipment items, and have good hand eye coordination, as well as manual skills in hardware repair and assembly. Must be able to analyze and present both orally and in writing complex technical issues and suggest possible solutions.

APPLICATION AND SELECTION PROCESS:

✓ Effective August 1, 2010 Office of Overseas Employment announced new Universal Application for Employment (DS-174) as a mandatory application for any locally recruited positions. To apply for this position all interested candidates should fill out the DS-174 **in ENGLISH** and submit it to the Embassy Human Resources Office by **COB August 2, 2012**. The new DS-174 is available on the official U.S. Embassy website under the Employment Opportunities section: <http://ukraine.usembassy.gov/job-opportunities.html>.

Universal Application for Employment (DS-174) can be filled out electronically, but still must be printed, signed and emailed to: KyivHR@state.gov or faxed to: [521-5155](tel:521-5155).

Note: Only those applications that are received in the Human Resources Office *before* the closing date will be eligible for consideration. Any application package that doesn't include the UAE (DS-174) will be considered incomplete and will not receive further consideration for recruitment.

ADDITIONAL SELECTION CRITERIA:

! Current employees serving a *probationary period* are not eligible to apply for this position.

! US Citizen EFMs who are currently employed under *Family Member Appointment* (FMA) must work for 90 calendar days in their current position before being able to apply for advertised position.

! US Citizen EFMs and NORs who are currently employed under *Personal Services Agreement* (PSA) must work for 90 calendar days in their current position before being able to apply for advertised position.

! U.S. Veterans and U.S. Citizen EFMs will be given preference in hiring over other *equally qualified candidates* in accordance with Section 301 (c) of the Foreign Service Act of 1980. Candidates who claim *U.S. Veterans hiring preference* must provide a copy of their Form DD-214 with their application. Candidates who claim U.S. Citizen EFMs hiring preference should indicate their EFM status in the application form.

! Only those applicants who are selected for the interviews will be contacted.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The U.S. Mission in Kyiv provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

CLEARED: CMcDonald -SEO (by e-mail)